

Engagement Letter

Date: [Insert Date]

To: [Client Name]

[Client Address]

Dear [Client Name],

We are pleased to confirm our engagement to provide software development services for [Project Name]. This letter outlines the terms of our engagement and the software development lifecycle that we will follow.

Scope of Work

Our services will include the following stages of the software development lifecycle:

- Requirements Gathering
- System Design
- Development
- Testing
- Deployment
- Maintenance

Duration

The estimated timeline for the completion of the project is [Insert Duration]. We will provide regular updates throughout the project lifecycle.

Payment Terms

The total fee for our services will be [Insert Fee], payable according to the following schedule:

- Deposit: [Insert Amount] upon signing of this engagement letter
- Milestone Payments: [Insert Payment Schedule]

Confidentiality

We will maintain the confidentiality of all your proprietary information throughout and beyond the duration of this engagement.

Acceptance

If you agree to the terms set forth in this letter, please sign and return a copy to us.

Thank you for choosing [Your Company Name]. We look forward to working with you on this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]

Acceptance

Agreed and Accepted:

[Client Name]

Date: _____